



**CITY OF ROUND ROCK**

**IFB NO. 14-011**

**GROUNDS MAINTENANCE SERVICES**

**IFB No. 14-011**

**Addendum No.: 2**

**Date: Monday, 03/10/2014**

**The following is a "CLARIFICATION" in reference to the terms and conditions outlined in the IFB document, Part II, Schedule, 4. Response Requirements on page 6 of 19 as follows:**

**BIDDERS MUST COMPLETE AND RETURN THE WITH YOUR BID RESPONSE THE FOLLOWING:**

1. Invitation for Bid Solicitation cover page must be completed with company name, address, telephone number, e-mail address. Cover page must be signed by an authorized agent of your company.
2. Exhibit C – Bid Sheet Final Revision, Dated 03/07/2014
3. Attachment A – Respondent's Reference Sheet
4. Attachment B – Currently Maintained Sites
5. Attachment C – Respondent's Questionnaire and Equipment List
6. Addendum No. 1, Dated 03/04/2014, signed copy
7. Addendum No. 2, Dated 03/10/2014, signed copy

**The following are "CHANGES" in reference to the terms and conditions as outlined in the IFB document on page 14 of 19 as follows:**

Change 1: EXHIBIT C, Bid Tab Sheet, Final Revision, Dated 03/07/2013, replaces both Exhibit A – Bid Tab Sheet, Dated 02/25/14 and Addendum No. 1, Bid Tab Sheet, dated 03/05/14, in their entirety.

Change 2: Change Part III, Specifications, 4. Equipment, 4.3 to read as follows: All "parks" shall be mowed with an out-front type mower. No tractors, brush hogs, 580-D or similar type equipment shall be used on this project.

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**GROUNDS MAINTENANCE SERVICES  
(CONTINUED)**

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Change 3: Change Part III, Specifications, 9. Trash, Litter and Debris Removal, 9.1 to read as follows: Removal of debris shall require sweeping or blowing off of hard surfaces such as sidewalks and concrete areas of parks.

Change 4: Change St. Williams Loop total park acres from 1.60 to 5.00 acres. "Change" the total park mowing acres for St. Williams Loop from 1.60 acres to 4.50 acres

Change 5: "DELETE" the terms and conditions referenced in IFB No. 14-011 on page 14 of 19 in its entirety and replace with "DEFINITIONS, TERMS & CONDITIONS, REVISED 07/2011, as posted on the City website at: <http://roundrocktexas.gov/home/index.asp?page=462>

**The following answers are in response to questions submitted for IFB No. 14-011, Parks and Recreation – Grounds Maintenance Services by the deadline of Friday, March 7, 2014, @ 5:00 p.m. as outlined below:**

**Question 1:** Is the Contractor responsible for trash pick-up in low lying areas?

**Answer:** Yes. Please refer to Part III, Specifications, 9. Trash, Litter and Debris Removal on page 10 of 19.

**Question 2:** Is Contractor responsible for providing signage when mowing in park areas?

**Answer:** Yes. Please refer to Part III, Specifications, 13. Safety of Work Crew, 13.2 and 13.3 on page 11 of 19.

**NOTE:** Please be advised that there are no "medians" associated with the Parks and Recreation Department mowing maps.

**Question 3:** Does the St. Williams Loop include the easement in the 1.60 acres?

**Answer:** No. St. Williams Loop total park acres equals 5.00 acres. "Change" the total park mowing acres for St. Williams Loop from 1.60 acres to 4.50 acres **Exhibit D – "REVISED" Park Mowing Map for St. Williams Loop** located on the City website at:

<http://roundrocktexas.gov/home/index.asp?page=462>

**Question 4:** What are the normal work hours for the grounds maintenance services contract?

**Answer:** Normal work hours will be from 7:00 a.m. to 6:00 p.m.



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GROUNDS MAINTENANCE SERVICES  
(CONTINUED)

IFB No. 14-011

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**Question 5:** Is there a start to finish completion cycle?

**Answer:** Yes. Part III, Specifications, Section 5. Scheduling, 5.2 on page 8 of 19 has been "**REVISED**" to read as follows:

5.2 Maintenance Cycles specified herein shall mean the time period between Services. Maintenance Cycle shall be identified with a beginning and ending date, in which all prescribed maintenance activities for each Project Area, shall be completed. A typical maintenance cycle for Project Areas shall range is 10 calendar days within the mowing season.

**NOTE: Contractor must finish mowing cycle before the start of the next mowing cycle.**

**Question 6:** Will the awarded Contractor have to comply with Ozone Action Days?

**Answer:** Yes. The City of Round Rock is part of the Austin/Round Rock Metropolitan Statistical Area and members of the Clean Air Coalition. The awarded Contractor is allowed to utilize equipment with propane tanks; however, Contractor shall abide by the protocol for "Ozone Actions Days" as outlined by Texas Commission on Environmental Quality.

**Question 7:** Is the Contractor responsible for removing growth in following areas: Location #2 - Creekmont, Location #7 – Windy Terrace, and Location #11 – Greenlawn Place Park?

**Answer:** The Contractor is not responsible for weed eating the ditch in Location #2 - Creekmont, Location #7 – Windy Terrace, and Location #11 – Greenlawn Place Park.

**Question 8:** Is the Contractor responsible for irrigated and non-irrigated areas?

**Answer:** Yes. There is irrigation in Windy Terrace and Chisholm Trail Crossing but not in the other locations. Contractor is responsible for providing mowing, edging and trimming, raking, removing and disposing of litter (as needed) in the Windy Terrace and Chisholm Trail Crossing irrigated areas. However, Contractor is not responsible for maintaining irrigation system; they are responsible for damages that they may cause to existing systems.

**Question 9:** MAP 8 – Chisholm Trail Crossing Park --- at the entrance of the small parking area, there is a planting bed adjacent to the street. Do city personnel maintain this bed, or should its maintenance be included in our bid?

**Answer:** Parks and Recreation staff will maintain these beds at the Chisholm Trail Crossing Park location.

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GROUNDS MAINTENANCE SERVICES  
(CONTINUED)

IFB No. 14-011

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**Question 10:** MAP 9 – Creekside Plaza Greenbelt --- on the west end (adjacent to what I believe is a restaurant), there is a small parking area on top of a very steep and wooded incline. Is the lawn that's immediately below the parking area (and above the wooded section) to be included in the bid?

**Answer:** Contractor does not need to plan on going beyond the lines on Map #9 for Creekside Plaza Greenbelt.

**Question 11:** Can the City provide the bid tabulation for the previous grounds maintenance bid?

**Answer:** Yes. Refer to previous grounds maintenance bid tabulation sheet labeled as Exhibit E – IFB No. 12-001 Bid Tabulation Sheet and located on the City website at: <http://roundrocktexas.gov/home/index.asp?page=462>

**NOTE:** Bid Item #2 and #3 on IFB No. 12-001 bid tabulation sheet are referred to as Project Areas – Group #1 and Project Areas Group #2 respectively for IFB No. 14-011.

Approved by:

Michael Schurwon

Date: 03/10/14

Michael Schurwon, CTPM, CPPB  
Purchaser

By the signatures affixed below this addendum is hereby incorporated into and made a part of the above referenced solicitation.

ACKNOWLEDGED:

\_\_\_\_\_  
Vendor

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**RETURN ONE COPY SIGNED COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE WITH YOUR SEALED PROPOSAL. FAILURE TO DO SO MAY AUTOMATICALLY DISQUALIFY YOUR RESPONSE FROM CONSIDERATION FOR AWARD.**



**INVITATION FOR BID (IFB)**  
**CITY OF ROUND ROCK PURCHASING DEPARTMENT**  
**221 E. Main Street**  
**Round Rock, Texas 78664-5299**

Responses are due to the Purchasing Department  
at the above address by 3:00 PM, March 14, 2014.

Show solicitation opening date & solicitation number in lower left  
hand corner of sealed response envelope with return address of  
responding firm.

Facsimile responses shall not be accepted

INVOICE TO:

CITY OF ROUND ROCK  
ACCOUNTS PAYABLE  
221 EAST MAIN STREET  
ROUND ROCK, TEXAS 78664-5299

Respond F.O.B. Destination, Freight prepaid and allowed unless  
otherwise specified below

DESTINATION:

CITY OF ROUND ROCK  
VARIOUS LOCATIONS

"By the signature hereon affixed, the respondent  
hereby certifies that neither the respondent nor the  
entity represented by the respondent, or anyone acting  
for such entity has violated the antitrust laws of this  
State, codified in Section 15.01 et seq., Texas  
Business and Commerce Code, or the Federal  
antitrust laws, nor communicated directly or indirectly,  
the response made to any competitor or any other  
person engaged in such line of business."

Respondent agrees to comply with all conditions set forth in this solicitation.

Solicitation Information:  
Ground Maintenance Services  
Solicitation Number 14-011  
Opening Date: March 14, 2014  
Opening Time: 3:00 PM  
Response Location:

221 E. Main Street  
Purchasing Department  
Round Rock, TX 78664

Return evident signed one (1) original and three (3) copies of

Respondent shall sign below  
Failure to sign response will disqualify response

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**RESPONDENT INFORMATION**

TAX ID NO.:

LEGAL BUSINESS NAME:

ADDRESS:

CONTACT:

TELEPHONE NO:

BUSINESS ENTITY TYPE:

E-MAIL:

**ITEMIZED  
BID SHEET  
FOLLOWS**

## Grounds Maintenance Services - Contract Mowing 2014

2014

Map #

Project Areas - Group #1									
	Park Name	Total Park Acres	Park Address	Park Type	Cycles/YR	Park Mowing Acres	Total Acres per Season	Price Per Location Per Cycle	Extended Price Per Year (12 Cycles X Location Cost)
1	Drinkard's Landing	9.7	Behind CVS (Georgetown & 79)	Linear Park/Linkages	12	0.32	3.84	\$	\$
2	Creekmont (W. CR.LP)	3.81	1006 Oakridge Drive	Linear Park/Linkages	12	2.49	29.88	\$	\$
3	Greenlawn Park	3.37	North end of Greenlawn	Linear Park/Linkages	12	2.30	27.60	\$	\$
4	Eagle Ridge	7.07	1131 Terra St.	Neighborhood Park	12	4.08	48.98	\$	\$
5	Round Rock West Elec. Easement	18.00	McNeil to Oakridge	Neighborhood Park	12	18.00	216.00	\$	\$
		41.95			Total	27.19	326.30	\$	\$

Project Areas - Group #2									
	Park Name	Total Park Acres	Park Address	Park Type	Cycles/YR	Park Mowing Acres	Total Acres per Season	Price Per Location Per Cycle	Extended Price Per Year (18 Cycles X Location Cost)
2014 Map #									
6	Bradford Park	5.72	2615 Andres Way	Neighborhood Park	18	5.32	95.76	\$	\$
7	Windy Terrace	2.63	1401 Gattis School Road	Linear Park/Linkages	18	2.63	47.34	\$	\$
8	Chisholm Trail Crossing Park & Greenbelt	3.96	500 Chisholm Trail	Linear Park/Linkages	18	3.96	71.28	\$	\$
9	Creekside Plaza Greenbelt	1.34	906 Round Rock Ave.	Linear Park/Linkages	18	1.34	24.12	\$	\$
10	St Williams Loop	5.00	1510 St. Williams Loop	Linear Park/Linkages	18	4.50	81.00	\$	\$
11	Greenlawn Place Park	3.31	1501 Gattis School Road	Linear Park/Linkages	18	3.31	59.58	\$	\$
		21.96			Total	21.06	379.08	\$	\$



**ATTACHMENT A**  
**RESPONDENT'S REFERENCE SHEET**

**PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE**

**SOLICITATION NUMBER:** \_\_\_\_\_

**RESPONDENT'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Provide the name, address, telephone number and point of contact of at least three (3) firms applicable to Municipal and/or Government projects that have utilized similar service for at least two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of solicitation.

1. Company's Name \_\_\_\_\_  
Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Present Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number (     )                      Fax Number: (     )

2. Company's Name \_\_\_\_\_  
Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Present Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number (     )                      Fax Number: (     )

3. Company's Name \_\_\_\_\_  
Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Present Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number (     )                      Fax Number: (     )

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.

**ATTACHMENT B**

**CURRENTLY MAINTAINED SITES**  
For Solicitation #14-011  
Grounds Maintenance Services

Name of Respondent: \_\_\_\_\_

Client and Contact Name	Address of Site	Telephone	E-Mail Address

Client and Contact Name	Address of Site	Telephone	E-Mail Address

Client and Contact Name	Address of Site	Telephone	E-Mail Address



Name of Respondent: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-mail/Phone: \_\_\_\_\_

Date Business Founded: \_\_\_\_\_ Number of Full Time Employees: \_\_\_\_\_

Company-wide Daily Production Rate: \_\_\_\_\_

List all equipment to be used for specified Project Areas. List of equipment should include year, model, make and number of hours on all equipment to be used. The City has the right to inspect all equipment, with adequate notice to the Respondent, dedicated for use on this project prior to award of the bid. During inspection, the bidder shall have all equipment that is dedicated to the project on hand or have original receipt of purchase or lease to show ownership.

[illegible]

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